

Board of Commissioners
Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Robert Gelder
Danielle Murphy
Val Tollefson
Executive Director
Stuart Grogan



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HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
MAY 16, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe(Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Administrative Support Assistant Tara Owensby, Director of Real Estate Management and Housing Programs Holly Paterson Assistant Director of Finance Kim Seibold.

Absent: Resident Commissioner Danielle Murphy, Chief Financial Officer Wendy Dutenhoeffer, Project Manager of Affordable Housing Development Mike Brown, Self-Help Program Director Dean Nail.

1. Call to Order:

Chair Wolfe called the meeting to order at approximately 11:48 a.m.

2. Review of the proposed agenda:

No comment.

3. Meeting Minutes:

The April Work Study meeting minutes were approved by consensus.

4. Board questions and discussion regarding the Program Updates:

Stuart shared a photo from a signing ceremony at the Governor's office. Stuart informed the Board that there will be a Community Room Open House on June 9, 2017 at Rhododendron Apartments. Stuart participated in a meeting at the Retsil Veterans Facility in Port Orchard. Commissioner Garrido and Vice Chair Putaansuu requested that Stuart request the organizer to invite Commissioner Garrido and Vice Chair Putaansuu to attend future meetings.

5. Budget discussion:

Kim informed the Board that Wendy unexpectedly was out of the office and a report was not available to provide. Kim reported that HK is currently loading the foundation information into the foundation database of Tenmast and will be able to see HK data in the program soon. Vice Chair Putaansuu inquired if there was more information to provide regarding the RAD program. Stuart responded that the process turned out to be longer than HK had initially expected and that no information was available to provide.

6. Property Management Discussion: Heritage, Windsong, and Rhododendron:

Stuart provided a handout along with a map showing the properties location. Holly provided a handout of an email that was received by Senator Jan Angel's office. Holly read over the email and provided answers and comments appropriate to the concerns listed in the email to Senator Jan Angel. It was suggested for HK to look into a implementing a complaint system and mentioned researching "See Click Fix" a program that will log complaints. Stuart will compose a response email for the Commissioners to respond to Senator Jan Angel.

Holly informed the Board of a situation at Windsong Apartments including a resident who has made complaints regarding another resident. There was discussion of the situation. Holly assured the Board that she had been and will continue to take the necessary steps to handle the situation and will update the Board as the situation proceeds.

Holly reported that the ongoing situation at Rhododendron is still an issue. The North West Justice Project (NWJP) was contacted by the resident and caregiver for services. The attorney at NWJP requested HK provide some time to review the case and promised to have the caregiver removed from the unit to allow the tenant to continue with the lease. Holly has been in contact with HK's attorney and agreed to work with NWJP to prevent evicting the resident. The caregiver was not removed by the agreed date and Holly said she has no choice but to continue to file a notice for the resident and caregiver to vacate the unit. Holly will update the Board as the situation progresses.

7. Adjournment:

The Board of Commissioners Work Study meeting was adjourned at approximately 11:35 AM.

ATTEST:



STUART GROGAN

Executive Director

ATTEST:



TARA OWENSBY

Administrative Support Assistant



Date Approved